



# CITY OF HOUSTON

## Job Posting

**Applications accepted from:**

**ALL PERSONS INTERESTED**

**Job Classification**

**Systems Support Analyst III**

**Posting Number**

**PN# 111320**

**Department**

**Houston Airport System**

**Division**

**Public Safety & Technology**

**Section**

**Information Technology**

**Reporting Location**

**16930 John F. Kennedy Blvd.\***

**Workdays & Hours**

**Varied, normally M-F \***

*\*Subject to change*

### **DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS**

Maintain cable management database and Enhanced 911 database. Coordinate with field personnel to ensure near real-time updates to match field conditions. Review daily MAC's and identify location and description of cabling changes. Review cable records submitted by JOC and construction contractors. Perform and coordinate data collection for OSP cabling. Upload and maintain data to Cable Management Database (Network Engineer). Perform upload into E911 database and monitor data transfers to PSAP; test and trouble shoot errors. Reconcile location description between GIS and Network Engineer. Perform site surveys and red-line CAD drawings as necessary to update location descriptions in GIS and other applications. Maintain data in Cable Management database. Document procedures for data population and system maintenance. [Handle special projects as assigned.](#)

### **WORKING CONDITIONS**

Performing these duties will involve: the ability to visually observe and differentiate details and colors; walk, stand and sit for extended periods; extensive use of video display terminal; occasional exposure to office chemicals and various cleaning supplies; pull or push physical objects; be able to lift up to twenty (20) pounds; operate city vehicles; attend to details amid distractions; analyze abstract information; adjust to interruptions and changes; and deal with people in tense situations. Must willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

### **MINIMUM EDUCATIONAL REQUIREMENTS**

Bachelor's degree in Business, Mathematics, Engineering, Computer Science, Economics or a related closely field.

### **MINIMUM EXPERIENCE REQUIREMENTS**

Three (3) years of experience in data communications analysis and design, programming systems design and maintenance, operating systems software support, or a closely related field are required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

### **MINIMUM LICENSE REQUIREMENTS**

[Valid Class C Texas driver's license and compliance with city's policy on driving \(AP 2-2\).](#)

### **PREFERENCES**

Preferences will be given to applicants with GPS Data Collection experience, ESRI ArcGis proficiency. Experience working in local area network environment, knowledge of personal computer internal electronic, electrical, mechanical components; ability to disassemble and reassemble PC LAN equipment; experience working with and knowledge of Novell, Windows XP and MS DOS operating environments. Ability to communicate orally and in writing and establish effective working relationships with all levels of users.

### **SELECTION/SKILLS TEST REQUIRED**

[Application review and/or interview.](#)

### **SAFETY IMPACT POSITION**

☒ Yes

☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

### **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

**Salary Range - Pay Grade 22**  
\$1,558.00 - \$1,660.00 Biweekly      \$40,508.00 - \$43,160.00 Annually

### **OPENING DATE**

JUNE 21, 2006

### **CLOSING DATE**

OPEN UNTIL FILLED

### **APPLICATION PROCEDURES**

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor or for advanced consideration submit online at:

[www.fly2houston.com](http://www.fly2houston.com).

**Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

An equal opportunity employer